



DEPARTMENT OF THE ARMY  
HEADQUARTERS EASTERN REGION  
UNITED STATES ARMY CADET COMMAND  
BUILDING 1468, 328 THIRD AVENUE  
FORT KNOX, KY 40121-5117

ATOE-ZA


09 MAY 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 17 - **Leaves and Passes for HQ Personnel**

1. Reference. AR 600-8-10, Leaves and Passes, 15 February 2006.
2. Purpose. To establish guidance for submitting leave requests for military and civilian personnel.
3. **Military Leaves and Passes.** Military personnel will request leave and/or pass utilizing the DA Form 31, Request and Authority for Leave. All requests will be approved by their respective Division Chief or a designated representative. Once the request has been approved, it will be forwarded to the S1 for a control number (leave requests only) and suspense prior to forwarding to Finance. Any changes to leave dates or revocation of leave must be reported to the S1 for necessary corrections. This is to include any extensions granted by the respective approval authority. Verification of a completed leave form is the individual's responsibility.
4. **Civilian Leave.** Civilian personnel will request leave utilizing the OPM Form 71, Request for Leave or Approved Absence. All requests will be approved by their immediate supervisor/Division Chief. All civilian Division Chief requests are forwarded to the Region Chief of Staff for approval. Ultimate posting of the leave to the civilian time and attendance report is the responsibility of the immediate supervisor.
5. All leaves (military and civilian) submitted requesting leave during the annual Leader's Training Course (LTC) **must** be approved by the Region Chief of Staff.
6. Physically signing out on leave is not required. If you end your leave early, it is the individual's responsibility to correct new ending date with S1. If you start your leave on a later date than what is on the leave form it is the individual's responsibility to inform the S1.

"Train to Lead--We Commission."

  
ROY C. WAGGONER III  
COL, IN  
Commanding

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